

## **Sullivan County, NH**

**Type of meeting:** Board of Commissioners Regular Business Meeting

**Date/Time:** Thursday – January 20, 2011, 3 PM

**Place:** Unity County Complex, Sullivan County Health Care Facility, 1<sup>st</sup> Floor, Recreation Room, 5 Nursing Home Drive

**Attendees:** Commissioners Bennie Nelson – *Chair* and John M. Callum Jr. – *Clerk*; Greg Chanis – *County Administrator*; Ted Purdy – *Sullivan County Health Care (SCHC) Administrator*; Captain Douglass Roberts – *Department of Corrections (DOC)*; John Cressy – *Facilities Director*; High Sheriff Michael Prozzo (arrived later in meeting) and Sharon Callum – *Administrative Assistant at Commissioners Office/Minute Taker*. **Absent from meeting:** Commissioner Jeffrey Barrette.

**3:02** The Chair, Bennie Nelson, brought the meeting to order, and led all in the *Pledge of Allegiance*.

### **Agenda Item No. 1. DOC Superintendent's Report**

In Superintendent Cunningham's absence, Captain Douglass Roberts provided the Superintendent's Report.

#### Agenda Item No. 1.a Census

Capt. Roberts distributed the DOC population census [Appendix A]. They've taken in 14 new females, within last ten days: pretrial and sentenced; female work release is housing a few; they are here on short sentences, so population will drop down in the next few months.

#### Agenda Item No. 1.b. Staffing

Capt. Roberts noted they have two full time Correctional Officer openings they are recruiting for; they've received two applicants; they are seeing an experienced applicant pool.

#### Non Agenda Item CCC Boiler Update

Mr. John Cressy confirmed the CCC boiler needed some adjustments and they experienced a few mechanical issues, which were fixed under warranty.

### **Agenda Item No. 2. Sullivan County Health Care**

#### Agenda Item No. 2.a. Census

Mr. Purdy distributed and reviewed the following reports:

*December 2010 Medicare, Private, Medicaid, HCBC, Managed Care, Medicare Revenue:* Medicaid continues to be strong; overall negative

variance for month of \$36,902; good shape with expenses and running under budget - \$130,000 showing/57% budget remaining mid way through fiscal year. Nelson requested Purdy send Callum Jr. the rate calculation sheet.

*Revenue Review thru 12/31/2010:* Medicare Part B strong; average census running 7 vs. 11 – this has affected the amount; Proshare includes Stimulus funds-specific only to county nursing home facilities; Medicaid population census is about 70-80% in other County facilities; we are \$28,000 below budget from operations; \$114,971 under budget without ARRA funds. Purdy confirmed, Medicare involves a three day hospital stay, up to 100 days, they evaluate to ensure they meet the criteria for Medicare A. Chanis noted the daily rate is dramatically different.

*Sullivan County Nursing Home Quarterly Resident Census:* report top portion reflects this year stats, while bottom portion reflects last year's.

*Medicare Length of Stay Analysis:* the goal is to have a high number under the Rehab RUG (Resource Utilization Groups) metrics.

*December 2010 Admission/Discharge Summary:* 10 Admissions, 10 Discharges.

*YTD FY 11 July 2010 to December 2010 Admissions/Discharge Summary:* 53 Admissions/51 Discharges.

*Month-end Aged Analysis*

**Agenda Item No. 2.b.      Staffing**

Mr. Purdy noted a new Unit Manager was hired and the Activities Director position is still vacant, but the Interim Activities Director is working out well and will be attending an activities course in February.

**Agenda Item No. 3.      County Administrator's Report**

**Agenda Item No. 3.a.      Barn Lease Proposal**

Mr. Chanis distributed copies and reviewed the proposed two year barn lease [Appendix C], noting the location of the barn with a couple acres around, which is located off the County Farm Road, below the old jail, to the left. He noted, the previous Board chose not to pursue the proposed lease the first time it was presented; since a new Board has formed, the owners asked Chanis to revisit the proposal. Chanis noted, in his opinion, if the County has no intension of using the barn it should be demolished – a subject spoken of previously; the County Forester has requested the lease include a note regarding preserving the ability for the County to access the property. Chanis confirmed the former Commissioner noted language appears in State RSA's regarding change of use on County properties – however, Chanis indicated the County is not changing the use; the County Delegation must approve any lease. J. Callum Jr. questioned how the "balance sheet" works, such as who would cover the cost of repairs to the building? Cressy confirmed the building is sound. Chanis noted the lease would be responsible. J. Callum Jr. expressed his opinion: if not occupied - it should be torn down, if in use, it would hold it's shape better; no problem with it as

long as balance sheet reflects we are not running at a loss. Chanis pointed out the County is currently paying taxes on the barn and acreage, they have spent no money on building maintenance since he's been with the County, and any lease funds would result in a net gain. The two Commissioners provided their verbal okay to pursue the lease proposal, with no formal motion. Mr. Chanis confirmed he would discuss the lease proposal further with the Bartley's - tentative leasee's, rework the draft, and will check into the zoning regulations as requested.

Agenda Item No. 3.b. Sugar Bush Thinning

Mr. Chanis noted five loggers appeared at the sugar bush property thinning project showing held by County Forester, Chuck Hersey. The bid due date was 1/14/11, 2 PM. They received two different proposals, and one was late:

- 1) price form submitted from John Phelps [Appendix D] proposing to pay for lumber, would result in revenue of \$2,500 - \$3,000 for the County; the work would not be done until next winter; the bid price form arrived 1/19/11 @ 10:50 AM, after the deadline.
- 2) Van O. Webb of Harding Hill Farm submitted a letter dated 1/10/11, with their proposal to perform thinning for the County to pay Harding Hill \$2,000 - work would be performed, per proposal, this winter. The bid was received 1/11/11 @ 11:11 AM to do thinning.

J. Callum questioned if the County Forester was familiar with new evidence regarding sugar bush stands - they are more susceptible to disease if thinned to where only one species was predominant. Mr. Chanis discussed the tour he took with Mr. Hersey through the sugar bush, and items Hersey spoke of regarding tree size and condition; their intent is not to eliminate every type of tree; the County Forester is confident with Van Webb's experience in managing sugar bush parcels; his opinion is to attain Van Webb to perform the thinning and pay for the service out of Facilities budget. Both Commissioners were familiar with the reference noted in the Webb proposal. Chanis noted the County Forester advocated selecting Webb in order to get the project done within the County's time frame. J. Callum Jr. requested a list of those the proposal was sent to. The minute taker confirmed that would be sent to him.

**3:50 Motion: to go with the bid proposal from Webb of Harding Hill Farm. Made by: J. Callum Jr. Seconded by: Nelson. Voice vote: All in favor.**

Agenda Item No. 3.c. FY '12 Budget Time Line

Mr. Chanis distributed a copy of the *FY '12 Budget County Report Time Line* [Appendix E], and reviewed the following: Department Head budget presentation was held yesterday to discuss formatting/entering budgets into the County's software; department budgets are due by Feb. 4<sup>th</sup>; the County Administrator's budget is due to the Commissioners by 3/25<sup>th</sup>; Commissioners will review budgets between 4/4 and 4/22, with budget

finalized by May 3<sup>rd</sup>; proposed budget needs to be done by June 1<sup>st</sup>; the proposed budget is then formatted onto a MS46 form and mailed to the State and county towns; and, the County, typically, has the budget done a month early which allows the Delegation Executive Finance Committee (EFC) time to review and make recommendations.

Agenda Item No. 3.d. Air Conditioning Update

Mr. Chanis confirmed he brought the air conditioning project proposal to the attention of the Delegation EFC – they seemed very interested, as costs and various ways to approach the project are unknown, the EFC is requesting the Board offer a Request For Proposal (RFP) and hold a meeting with the Facilities Director, with tentative vendors. Chanis distributed a RFP draft [Appendix F]. Mr. Cressy noted a lot of the mechanical equipment is located in the drop down ceilings, and to place a ducted system a lot of items would need to be moved; plus, recycling air for health care facilities is frowned upon; instead, another option is to run copper piping; three options given: 1) total control for each room, 2) cool common areas/hall ways and residually cool the rooms surrounding, and 3) install small ducts in each room, but, with no controls – he's unsure viability of that option; he advocates putting fresh air into the building, and bring in tempered fresh air, even in winter; he noted, variable speed compressors are an important feature to look at in some systems. Chanis noted they are proposing a design build method - with proper parameters laid out, this would allow for greater receipt of bids; another advantage to the design build method is that the owner can negotiate with the vendor. J. Callum Jr. requested minute taker to e-mail him a reminder to attain a design manual from Design Standards. Chanis will finalize the RFP draft with Cressy and move forward with this to see that work is done by summer; this work must be done around residents in their rooms.

Agenda Item No. 3.e. CRDC's CDFA \$220,000 Capacity Grant/Municipal Sponsor Proposal Discussion

Mr. Chanis briefed the Board about the Community Regional Development Corporation, how there are ten development corps in the State - not every County has one, how they collaborate in order to attain a Capacity grant from the CDFA for \$220,000 each year and would like Sullivan County to be their municipal fiscal sponsor this year. Funding would come from CDFA, go to the County, the County would then cut a check to *Alliance For Development Corporation (AFDC)* – AFDC would write and submit the application and prepare the reports, and pay each of the ten development corporations \$20,000 each. Carroll County has been the fiscal sponsor for three years. One con to this: the County is then limited on the amount to attain for CDBG Economic funding. The Wainshall Mills project was the last CDBG project the County sponsored. No formal decision was made as Commissioner Barrette was absent from meeting.

Agenda Item No. 3.f. IRS Guidance on Mileage Reimbursement Update  
Mr. Chanis noted the IRS mileage rate changed from .50 to .51 cents effective 1/1/2011, and based on a previous Board motion, the County's reimbursement rate would increase, also.

*Sheriff Prozzo arrived at meeting.*

**Agenda Item No. 4. Commissioners' Report**

Comm. Nelson: noted he attended the Delegation EFC meeting, they are an amicable group, and were supportive of the air conditioning project depending on cost.

Comm. J. Callum Jr.: nothing to report.

**Agenda Item No. 5. Public Participation**

No public participation.

4:22 *Mr. Purdy and Cressy left the room.*

**Agenda Item No. 6. Sheriff's Office: Court Security Update  
Probable Executive Session Per RSA 91-  
A:3.II.g & i.**

4:23 **Motion: to go into Executive Session per RSA 91-A:3.II.g.i and include Sheriff Prozzo, the County Administrator, the Commissioners and the minute taker. Roll call vote: Both J. Callum Jr. and Nelson were in favor.**

4:44 **Motion: to come out of Executive Session. Made by: Nelson. Seconded by: J. Callum Jr. Voice vote: All in favor.**

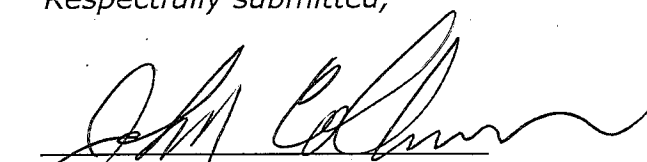
No formal decision was required for the discussion in Executive Session.

**Agenda Item No. 7. Probable Executive Session Per RSA 91-A:3.II.a. – Regarding dismissal, promotion or compensation of any public employee.**

Mr. Chanis noted they would defer discussions to a future meeting.

4:45 **Motion: to adjourn the meeting. Made by: Nelson. Seconded by: J. Callum Jr. Voice vote: All in favor.**

Respectfully submitted,

  
John M. Callum Jr., Clerk  
Board of Commissioners

JC/s.j.c.

Date minutes approved:

02/01/11

Date signed:

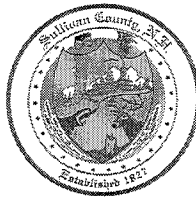
02/01/11



**Thursday January 20, 2011, 3 PM**  
(Rescheduled from 1/18/11 Tue)  
Sullivan County NH, Board of Commissioners  
**Regular Business Meeting**  
**AGENDA - Revised**

**Meeting Location: Unity County Complex – Frank Smith Living Room**  
Sullivan County Health Care Facility, 5 Nursing Home Drive, Unity NH 03743

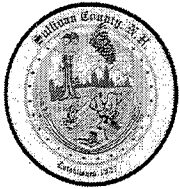
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|-------------------|----|--|
| 3:00 PM – 3:20 PM | 1. | DOC Superintendent's Report, <i>Ross. L. Cunningham</i><br>a. Census<br>b. Staffing  |
| 3:20 PM – 3:40 PM | 2. | Sullivan County Health Care Administrator's Report, <i>Ted Purdy</i><br>a. Census<br>b. Staffing   |
| 3:40 PM – 4:00 PM | 3. | County Administrator's Report<br>a. Barn & Field Lease Proposal Discussion<br>b. County: Unity – Sugarbush Lot Timber Sale Update – discuss bids received by 1/14/11<br>c. FY '12 Budget Time Line<br>d. Air conditioning RFP review<br>e. CRDC's CDFA \$220,000 Capacity Grant / Municipal Sponsor Proposal Discussion<br>f. IRS Guidance on Mileage Reimbursement Update |
| 4:00 PM – 4:15 PM | 4. | Commissioners' Report  |
| 4:15 PM – 4:30 PM | 5. | Public Participation   |
| 4:30 PM – 4:45 PM | 6. | Sheriff's Office: Court Security Update<br>Probable Executive Session Per RSA 91-A:3.II.g&i  |
| 4:45 PM – 5:00 PM | 7. | Probable Executive Session Per RSA 91-A:3.II.a. – Regarding dismissal, promotion Or compensation of any public employee  |



- 5:00 PM – 5:05 PM      8.      Meeting Minutes Review  
   a.      January 5, 2010 Public Meeting Minutes  
   b.      January 5, 2010 Executive Session Meeting Minutes
- 5:05 PM                      9.      Adjourn meeting

*Upcoming Events / Meetings:*

- **Feb. 1<sup>st</sup> Tue.      Sullivan County Board of Commissioners Meeting**
- **Time:**      **3 PM**
  - **Place:**      Newport, 14 Main Street – 1<sup>st</sup> Floor Commissioners Conference Room



Sullivan County Department of Corrections  
103 County Farm Rd  
Claremont, NH 03743

Intra-Department Memorandum

From: Sergeant D. Gokey  
Subject: Daily Report  
To: Superintendent Ross L. Cunningham

Date: January 20, 2011  
At: Classification Department

**POPULATION DATA:**

House of Corrections	Pre-Trial Inmates	Protective Custody
Male – 55	Male – 17	Male – 0
Female – 27	Female – 3	Female – 0
<b>Total In-House Population: 102</b>		In-House Population on 01/20/2010 – 63
<b>Unit Breakdown (included in the above count):</b>		
Unit 1 – 22	Male Flex – 16	Female Flex – 8
Unit 2 – 9	Male Treatment – 16	Female Treatment – 7
Unit 3 – 15	Male Work Release – 2	Female Work Release – 6
OBS – 1		
<b>Jail Total: 47</b>	<b>CCC Total: 55</b>	

**CENSUS DATA:**

Home Confinement/EM	Merrimack County	Cheshire County	Carroll County
Male – 4	Male – 4	Male - 1	Male - 1
Female – 2	Female – 0	Female - 2	Female - 0
<b>Strafford County</b>	<b>Hillsborough County</b>	<b>NHSP/SPU</b>	<b>Weekender</b>
Male – 1	Male – 1	Male – 4	Male - 0
Female – 0	Female – 0	Female – 0	Female - 1

**Total Census Population: 122**

Census Population on 01/20/2010 - 107

**Pre-Trial Services Program – Total: 28**

Male – 20  
Female – 8

MEDICARE							
	Dec 2009 Compare	Dec 2009 AVG CENSUS	Dec 2010 Actual	Dec 2010 AVG DAILY CENSUS	BUDGETED	BUDGETED AVG CENSUS	VARIANCE
CENSUS:	277	9	188	6	341	11	-153
REVENUE	\$140,744.89		\$98,337.47		\$167,090.00		-\$68,752.53
AVERAGE RATE PER DAY	\$508.10		\$523.07		\$490.00		\$33.07

PRIVATE							
	Dec 2009 Compare	Dec 2009 AVG CENSUS	Dec 2010 Actual	Dec 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	773	25	627	21	620	20	7
REVENUE	\$167,125.00		\$147,345.00		\$145,700.00		\$1,645.00
AVERAGE RATE PER DAY	\$216.20		\$235.00		\$235.00		\$0.00

MEDICAID							
	Dec 2009 Compare	Dec 2009 AVG CENSUS	Dec 2010 Actual	Dec 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	3,353	108	3,579	115	3,410	110	169
REVENUE	\$502,648.23		\$486,529.26		\$463,555.40		\$22,973.86
AVERAGE RATE PER DAY	\$149.91		\$135.94		\$135.94		\$0.00

HCBC (RESPIRE)							
	Dec 2009 Compare	Dec 2009 AVG CENSUS	Dec 2010 Actual	Dec 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0		0	0
REVENUE	\$0.00		\$0.00		\$424.66		-\$424.66
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

MANAGED CARE							
	Dec 2009 Compare	Dec 2009 AVG CENSUS	Dec 2010 Actual	Dec 2010 AVG DAILY CENSUS	BUDGETED		VARIANCE
CENSUS:	0	0	0	0	0	0	0
REVENUE	\$0.00		\$0.00		\$0.00		\$0.00
AVERAGE RATE PER DAY	\$0.00		\$0.00		\$0.00		\$0.00

	Dec 2009 Compare		Dec 2010 Actual		0		
TOTAL CENSUS	4,403		4,394		\$0.00		
AVERAGE CENSUS		142.0		142.6	0	141.0	

MEDICARE B REVENUE							
	ACTUAL		Dec 2010 Actual		BUDGETED		VARIANCE
	\$50,649.38		\$45,025.74		\$37,369.88		\$7,655.86

TOTAL MONTHLY REVENUE VARIANCE	(\$36,902)
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## Revenue Review thru 12/31/2010

	Annual Budget	184 Days YTD budget	YTD	Variance	
Medicaid	5,457,991	2,751,426	2,832,708	81,283	
Private	1,715,500	864,800	896,318	31,518	
Insurance	15,000	7,562	23,364	15,802	
Respite (HCBC)	5,000	2,521	1,749	(771)	
Medicaid Assessment	1,826,825	456,706	480,154	23,448	Paid quarterly (one payment made)
ARRA	300,000	75,000	162,143	87,143	Paid quarterly (1 payment rec'd for 1qtr FY11)
Medicare Part B (Total)	440,000	221,808	270,906	49,098	
Medicare Part A	1,967,350	991,760	676,412	(315,348)	
Proshare	475,000			-	Paid at end of FY
Net Variance from Operations				(27,829)	
Net Variance without ARRA				(114,971)	
Misc Income	10,000	5,041	16,204	11,163	
Laundry	85,000	42,849	35,885	(6,965)	
Cafeteria	15,000	7,562	8,127	565	
Meals	339,164	170,976	169,578	(1,398)	
YTD Variance		5,598,010	5,573,547	(24,463)	
	12,651,830				

Sullivan County Nursing Home  
Quarterly Resident Census

Resident Census - FY 11

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-10	4836	3457	79.69%	588	13.55%	280	6.45%	11	0.25%	0	0.00%	2	0.05%	4338	89.70%
Aug-10	4836	3485	78.86%	585	13.24%	349	7.90%	0	0.00%	0	0.00%	0	0.00%	4419	91.38%
Sep-10	4680	3464	81.31%	611	14.34%	183	4.30%	0	0.00%	2	0.05%	3	0.07%	4260	91.03%
1ST QUARTER	14,352	10,406	79.94%	1,784	13.71%	812	6.24%	11	0.08%	2	0.02%	5	0.04%	13,017	90.70%
Oct-10	4836	3524	79.76%	713	16.14%	178	4.03%	0	0.00%	0	0.00%	3	0.07%	4418	91.36%
Nov-10	4680	3459	81.01%	623	14.59%	186	4.36%	0	0.00%	0	0.00%	2	0.05%	4270	91.24%
Dec-10	4836	3576	81.38%	627	14.27%	188	4.28%	0	0.00%	0	0.00%	3	0.07%	4394	90.86%
2ND QUARTER	14,352	10,559	80.71%	1,963	15.00%	552	4.22%	0	0.00%	0	0.00%	8	0.06%	13,082	91.15%
Jan-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Feb-11	4368	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Mar-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
3RD QUARTER	14,040	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Apr-11	4680	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
May-11	4836	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
Jun-11	4680	0	#DIV/0!	0	#DIV/0!	#DIV/0!	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
4TH QUARTER	14,196	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	#DIV/0!	0	0.00%
FY '11 TOTAL	56,940	20,965	80.33%	3,747	14.36%	1,364	5.23%	11	0.04%	2	0.01%	13	0.05%	26,099	45.84%
YTD AVG.		113.9		20.4		7.4		0.1		0.0		0.1		141.8	

Avg  
Census

141.5

142.2

0.0

0.0

Resident Census - FY 10

	TOTAL DAYS	MEDICAID		PRIVATE		SKILLED		HCBC		MANAGED		LEAVE		TOTAL DAYS	
	AVAILABLE	DAYS		DAYS		DAYS		RESPIRE		CARE		DAYS		FILLED	
Jul-09	4836	3299	80.09%	617	14.98%	203	4.93%	0	0.00%	0	0.00%	0	0.00%	4119	85.17%
Aug-09	4836	3220	77.40%	748	17.98%	192	4.62%	0	0.00%	0	0.00%	0	0.00%	4160	86.02%
Sep-09	4680	3153	75.50%	705	16.88%	296	7.09%	22	0.53%	0	0.00%	0	0.00%	4176	89.23%
1ST QUARTER	14,352	9,672	77.66%	2,070	16.62%	691	5.55%	22	0.18%	0	0.00%	0	0.00%	12,455	86.78%
Oct-09	4836	3263	75.65%	746	17.30%	304	7.05%	0	0.00%	0	0.00%	0	0.00%	4313	89.19%
Nov-09	4680	3220	77.03%	696	16.65%	264	6.32%	0	0.00%	0	0.00%	0	0.00%	4180	89.32%
Dec-09	4836	3453	78.42%	669	15.19%	281	6.38%	0	0.00%	0	0.00%	0	0.00%	4403	91.05%
2ND QUARTER	14,352	9,936	77.05%	2,111	16.38%	849	6.58%	0	0.00%	0	0.00%	0	0.00%	12,896	89.86%
Jan-10	4836	3464	76.60%	590	13.05%	467	10.33%	0	0.00%		0.00%	1	0.02%	4522	93.51%
Feb-10	4368	3209	79.06%	575	14.17%	262	6.45%	0	0.00%	12	0.30%	1	0.02%	4059	92.93%
Mar-10	4836	3491	79.34%	684	15.55%	222	5.05%	0	0.00%	2	0.05%	1	0.02%	4400	90.98%
3RD QUARTER	14,040	10,164	78.30%	1,849	14.24%	951	7.33%	0	0.00%	14	0.11%	3	0.02%	12,981	92.46%
Apr-10	4680	3447	80.39%	651	15.18%	185	4.31%	0	0.00%	4	0.09%	1	0.02%	4288	91.62%
May-10	4836	3540	79.98%	707	15.97%	178	4.02%	0	0.00%	0	0.00%	1	0.02%	4426	91.52%
Jun-10	4680	3448	79.80%	641	14.83%	226	5.23%	5	0.12%		0.00%	1	0.02%	4321	92.33%
4TH QUARTER	14,196	10,435	80.05%	1,999	15.33%	589	4.52%	5	0.04%	4	0.03%	3	0.02%	13,035	91.82%
FY '10 TOTAL	56,940	40,207	78.27%	8,029	15.63%	3,080	6.00%	27	0.05%	18	0.04%	6	0.01%	51,367	90.21%
YTD AVG.		110.2		22.0		8.4		0.1		0.0				140.7	

Avg  
Census

135.4

140.2

144.2

143.2

**Medicare Length of Stay Analysis**  
Sullivan County Health Care (SC)

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AR7400A

	Dec 2010	Nov 2010	Oct 2010	Sep 2010	Aug 2010	Jul 2010	Jun 2010	May 2010	Apr 2010	Mar 2010	Feb 2010	Jan 2010	12 Mos.	Calendar YTD
Total Admits & Readmits (All payer types)	10	11	6	5	8	12	8	5	10	10	15	12	112	112
MCR # Admits & Readmits	7	6	6	3	4	9	5	4	5	6	9	7	71	71
MCR # Discharges from facility	3	2		1	1	6		3	2	5	5	5	33	33
MCR Discharged LOS	15.0	10.0		93.0	26.0	28.7		17.3	29.5	47.8	38.2	39.6	33.2	33.2
MCR # End or A/R Change	6	4	2	8	5	2	1	3	2	8	4	4	49	49
MCR End or A/R Change LOS	40.7	36.0	21.5	54.8	45.0	72.0	71.0	50.0	68.0	41.9	35.5	23.3	44.2	44.2
Total Average MCR LOS	32.1	27.3	21.5	59.0	41.8	39.5	71.0	33.7	48.8	44.2	37.0	32.3	39.8	39.8
Total MCR Days	188	186	178	183	349	280	226	178	185	222	262	467	2904	2904
Rehab RUGs	150	178	175	173	273	259	210	161	166	185	258	440	2628	2628
% of Total MCR Days	87%	100%	98%	95%	78%	93%	93%	90%	90%	83%	98%	94%	91%	91%
Non-Rehab RUGs	14		3	10	76	21	16	17	19	37	4	27	244	244
% of Total MCR Days	8%		2%	5%	22%	8%	7%	10%	10%	17%	2%	6%	8%	8%
Default Days	8												8	8
% of Total MCR Days	5%													
A ADL (low dependency)	72	61	77	18	52	34	1	27	41	22	22	83	510	510
% of Total MCR Days	44%	34%	43%	10%	15%	12%		15%	22%	10%	8%	18%	18%	18%
B ADL (medium dependency)	57	30	3	80	136	102	113	80	56	121	160	237	1175	1175
% of Total MCR Days	35%	17%	2%	44%	39%	36%	50%	45%	30%	55%	61%	51%	41%	41%
C ADL (high dependency)	35	87	98	85	161	144	112	71	88	79	80	147	1187	1187
% of Total MCR Days	21%	49%	55%	46%	46%	51%	50%	40%	48%	36%	31%	31%	41%	41%
Medicare Net Revenue	\$ 98,337	\$ 111,366	\$ 99,462	\$ 88,338	\$ 156,215	\$ 138,829	\$ 119,738	\$ 90,105	\$ 87,042	\$ 109,087	\$ 135,601	\$ 235,899	\$ 1,470,019	\$ 1,470,019

December 2010							
<b>Admission/Discharge Summary</b>							
					<b>Admissions</b>		<b>Discharges</b>
HCB		Home			0		0
MCD		Assisted Living					
		Expired					3
		Home					
		Hospital			2		2
		Nursing Home					
				MCD Subtotal	2		5
MRA		Assisted Living					
		Expired					1
		Home					2
		Hospital			6		
		Nursing Home			1		
				MRA Subtotal	7		3
PVT		Assisted Living					
		Expired					
		Home					
		Hospital			1		2
		Nursing Home					
		Private home/apartment					
					1		2
				PVT Subtotal			
TOTAL					10		10

YTD FY11								
July 2010 to December 2010								
<b>Admission/Discharge Summary</b>								
						<b>Admissions</b>		<b>Discharges</b>
HCB		Home				1		1
						1		1
MCD		Assisted Living				2		
		Expired						9
		Home				1		2
		Hospital				7		15
		Nursing Home				1		
				MCD Subtotal		13		28
MRA		Assisted Living						
		Expired						4
		Home						7
		Hospital				33		4
		Nursing Home				2		
				MRA Subtotal		35		15
PVT		Assisted Living						
		Expired						3
		Home				2		1
		Hospital				1		3
		Nursing Home				1		
		Private home/apartment						
						4		7
				PVT Subtotal				
<b>TOTAL</b>						<b>53</b>		<b>51</b>

# Month-end Aged Analysis

Appendix B7

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## Sullivan County Health Care (SC) For the Month of Dec, 2010

Resident (Res #) (Discharge Date)

Type Balance	Dec/	Nov/	Oct/	Sep/	Aug/	Jul/	Jun/	May/	Apr/	Mar/	Feb/	Jan/	Dec/	Balance
<b>Aged Analysis Summary</b>														
HCB													2,249.60	2,249.60
INS	6,715.12	10,834.41	2,175.42	10,136.30	16,526.04	6,748.09	16,053.51	3,317.49	7,556.32	8,172.84	465.09	9,882.14	77,448.18	176,030.95
MCD	397,036.88	8,321.89	1,363.97	2,065.12	2,441.16	490.03		2,153.25	141.11	2,055.69	828.71	96.40	65,461.22	473,250.07
MCP														
MRA	85,274.97	12,434.11	2,302.38	381.64	10,389.90	0.11	0.01	0.03	0.43	0.27	0.52	11,757.77	21,934.29	115,000.79
MRB	36,020.77	2,034.41	1,246.29	1,708.39	661.06	21.64	586.41	1,137.84	0.12	1.78		3.46	80,562.03	123,930.20
MXA	8,559.00	8,070.00	412.50		1,579.01	9.00	1,109.25	1,123.56	3,025.00	412.50			67,914.90	76,873.08
MXB	6,051.13	5,897.29	618.45	135.39	97.78	1,027.81	1,312.34	468.59	379.80	543.37	685.91	123.38	28,368.94	45,710.18
PVT	22,418.59	28,151.75	32,237.50	20,810.00	26,206.50	31,871.50	21,563.66	22,680.81	14,356.73	7,794.84	5,828.16	7,384.41	122,405.56	363,710.01
RES	7,027.85	6,844.62	730.34	9,646.90	4,681.36	3,604.48	1,415.23	2,850.93	2,582.39	3,785.59	870.93	2,976.64	31,904.22	15,113.04
PHC													375.00	375.00
HST													800.00	800.00
PIN														
HSR														
<b>Totals:</b>	<b>569,104.31</b>	<b>57,720.26</b>	<b>35,657.09</b>	<b>40,753.50</b>	<b>54,542.47</b>	<b>43,711.16</b>	<b>39,821.91</b>	<b>31,485.38</b>	<b>21,990.80</b>	<b>21,937.78</b>	<b>8,678.28</b>	<b>32,024.48</b>	<b>434,865.50</b>	<b>1,392,292.92</b>
	40.88%	4.15%	2.56%	2.93%	3.92%	3.14%	2.86%	2.26%	1.58%	1.58%	0.62%	2.30%	31.23%	100.00%

This Lease Agreement ("Lease") is made and effective August 1, 2009, by and between Sullivan County, NH ("Landlord") and Patrick and April Bartley ("Tenant").

Landlord is the owner of land and improvements commonly known and numbered as St. Saveur barn located at ??? County Farm Road, Unity, NH. 03743

Landlord makes available for lease a portion of the Building designated as Entire barn and surrounding land as shown in Attachment 'A'

(Obviously there is no Attachment 'A' as of yet)

Landlord desires to lease the Leased Premises to Tenant, and Tenant desires to lease the Leased Premises from Landlord for the term, at the rental and upon the covenants, conditions and provisions herein set forth.

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. **Term.**

A. Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning August 1, 2009 and ending July 31, 2014. Landlord shall use its best efforts to give Tenant possession as nearly as possible at the beginning of the Lease term. If Landlord is unable to timely provide the Leased Premises, rent shall abate for the period of delay. Tenant shall make no other claim against Landlord for any such delay.

B. Tenant may renew the Lease for one extended term of 5 Years. Tenant shall exercise such renewal option, if at all, by giving written notice to Landlord not less than ninety (90) days prior to the expiration of the Initial Term. The renewal term shall be at the rental set forth below and otherwise upon the same covenants, conditions and provisions as provided in this Lease.

2. **Rental.**

A. Tenant shall pay to Landlord during the Initial Term rental of TBD per year, payable in installments of TBD per month. Each installment payment shall be due in advance on the first day of each calendar month during the lease term to Landlord at 14 Main St., Newport, NH. 03773 or at such other place designated by written notice from Landlord or Tenant. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis. Tenant shall also pay to Landlord a "Security Deposit" in the amount of NA.

B. The rental for any renewal lease term, if created as permitted under this Lease, shall be TBD per year payable in installments of TBD per month.

### 3. Use

Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, flammables or other inherently dangerous substance, chemical, thing or device.

### 4. Sublease and Assignment.

Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's consent, such consent not to be unreasonably withheld or delayed.

### 5. Repairs.

During the Lease term, Tenant shall make, at Tenant's expense, all necessary repairs to the Leased Premises. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, subject to the obligations of the parties otherwise set forth in this Lease.

### 6. Alterations and Improvements.

Tenant, at Tenant's expense, shall have the right following Landlord's consent to remodel, redecorate, and make additions, improvements and replacements of and to all or any part of the Leased Premises from time to time as Tenant may deem desirable, provided the same are made in a workmanlike manner and utilizing good quality materials. Tenant shall have the right to place and install personal property, animals, equipment and other temporary installations in and upon the Leased Premises, and fasten the same to the premises. All personal property, equipment, machinery, animals and temporary installations, whether acquired by Tenant at the commencement of the Lease term or placed or installed on the Leased Premises by Tenant thereafter, shall remain Tenant's property free and clear of any claim by Landlord. Tenant shall have the right to remove the same at any time during the term of this Lease provided that all damage to the Leased Premises caused by such removal shall be repaired by Tenant at Tenant's expense.

### 7. Property Taxes.

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's

personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

**8. Insurance.**

A. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including animals located in the Leased Premises.

C. Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company approved by Landlord, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at least (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

**11. Entry.**

Landlord shall have the right to enter upon the Leased Premises at reasonable hours to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's use of the Leased Premises.

**14. Damage and Destruction**

Subject to Section 8 A. above, if the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within ninety (90) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage.

**15. Default.**

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, and such default shall continue for thirty (30) days after notice thereof in writing to Tenant by Landlord without correction thereof then having been commenced and thereafter diligently prosecuted, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

**16. Quiet Possession.**

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable, undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

**20. Notice.**

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to:

\_\_\_\_\_ County Administrator, Sullivan County, NH \_\_\_\_\_  
[Landlord]

\_\_\_\_\_ 14 Main St. Newport, NH. 03773 \_\_\_\_\_  
[Landlord's Address]

If to Tenant to:

\_\_\_\_\_  
Patrick and April Bartley  
[Tenant]

\_\_\_\_\_  
???? County Farm Road, Unity, NH. 03743  
[Tenant's Address]

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

21. **Brokers.**

22. **Waiver.**

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

23. **Memorandum of Lease.**

The parties hereto contemplate that this Lease should not and shall not be filed for record, but in lieu thereof, at the request of either party, Landlord and Tenant shall execute a Memorandum of Lease to be recorded for the purpose of giving record notice of the appropriate provisions of this Lease.

24. **Headings.**

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

25. **Successors.**

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

26. **Consent.**

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

**27. Performance.**

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lesser of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

**28. Compliance with Law.**

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

**29. Final Agreement.**

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

**30. Governing Law.**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of New Hampshire.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

---

**[Landlord] Signature Block**

---

**[Tenant] Signature Block**

DATE:

TRACT: Sullivan County Farm, Unity, NH

**BID PRICE FORM – SULLIVAN COUNTY FARM TIMBER SALE**

PRICE		UNIT	SPECIES	PRODUCT
\$ <u>200-</u>	PER	MBF	Red Oak	Sawlogs
\$ <u>100-</u>	PER	MBF	White Ash	Sawlogs
\$ <u>100-</u>	PER	MBF	Yellow Birch	Sawlogs
\$ <u>95-</u>	PER	MBF	White Birch	Sawlogs
\$ <u>85-</u>	PER	MBF	Red Maple	Sawlogs
\$ <u>200-</u>	PER	MBF	Sugar Maple	Sawlogs
\$ <u>240-</u>	PER	MBF	Red Oak Veneer	Veneer
\$ <u>2.50</u>	PER	TON	Hemlock	Pulp
\$ <u>3.00</u>	PER	TON	Hardwood	Pulp
\$ <u>0.75</u>	PER	TON	Biomass	Chips
\$ <u>2.50</u>	PER	TON	Hardwood	Fuelwood
\$ <u>65-</u>	PER	MBF	RED OAK	PALLET

Machinery proposed for this job:

CABLE SKIDDER  
YARD LOADER/EXCAVATOR  
SELFLOADING TRUCK

Provide names and phone numbers of two references on the back of this sheet.

Signature:

John R. Phelps  
JOHN R. PHELPS

Name/Company: UNITY ASSOCIATES

Address: PO BOX 1293  
CLAREMONT NH

Phone: 603 542 9482

Send bids to:

Attn: Bid for Timber Sale  
County Administrator  
Sullivan County  
14 Main Street  
Newport, NH 03773

Bids will be accepted at the Office of Sullivan County Commissioners, Newport, until **January 14, 2011**  
**at 2 PM.**

*The SELLER reserves the right to reject any and all bids and if all bids are rejected, the SELLER may undertake the work by such means as he deems suitable. The SELLER further reserves the right to waive any formalities in the preparation and submittal of bids.*



524 Stagecoach Road  
Sunapee, NH 03782  
(603) 863-6493

January 10, 2011

Attn: Bid for Timber Sale  
County Administrator  
Sullivan County  
14 Main Street  
Newport, NH 03773

Dear Sirs:

Thank you for the opportunity to look at this timber sale, we took advantage of a morning with Chuck Hersey and walked the sugarbush that he is proposing to thin as part of an improvement project at the County Home. Harding Hill Farm has extensive experience in sugarbush management and we have been managing our own sugar lots since 1964. We produce 350-380 gallons of syrup a year and manage a 24 acre sugarbush in Newport and a 42 acre sugarbush in Wilmot. We also do management for other clients, and recently finished a thinning in Lempster for Gardiner Stetson. He would be glad to provide a reference and would let Chuck tour his sugarbush for a review of our work. We specialize in high quality work, minimum residual stand damage and manageable brush left behind for installation of a tubing system.

Harding Hill Farm would like to propose the following:

The charge for doing the work as proposed in the timber sale contract and cutting all the marked wood on the lot will be:

\$2,000.00 in a bank check made payable to Harding Hill Farm

All timber removed will become the property of Harding Hill Farm and will be marketed and sold at the discretion of Harding Hill Farm.

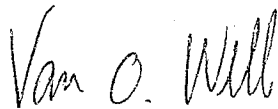
This check will be used as a performance deposit by Harding Hill Farm and will be used to fill the requirement for a deposit in the contract.

We would be available in late February this year and would propose to finish the project before the roads are posted in the spring. We would restore landings and skid trails in May and seed landings then. This should satisfy all provisions of the contract.

I am a licensed forester in the state and a certified professional logger. I have owned forest machinery and worked in the woods since 1975. We own and manage 2,700 acres of property in Sullivan and Merrimack County and have been actively managing property for over half a century. We look forward to working with you and will make your timber management a success.

If you have any questions or would like me to appear before you to explain the process please do not hesitate to call. We stand by our work and the reputation that we have gained through our many years of experience.

Sincerely,

A handwritten signature in cursive script that reads "Van O. Webb". The signature is written in dark ink and is positioned below the word "Sincerely,".

Van O. Webb  
LPF #58  
CPL

E3.

DATE:

TRACT: Sullivan County Farm, Unity, NH

## BID PRICE FORM - SULLIVAN COUNTY FARM TIMBER SALE

Please see  
attached  
letter.

PRICE		UNIT	SPECIES	PRODUCT
\$ _____	PER	MBF	Red Oak	Sawlogs
\$ _____	PER	MBF	White Ash	Sawlogs
\$ _____	PER	MBF	Yellow Birch	Sawlogs
\$ _____	PER	MBF	White Birch	Sawlogs
\$ _____	PER	MBF	Red Maple	Sawlogs
\$ _____	PER	MBF	Sugar Maple	Sawlogs
\$ _____	PER	MBF	Red Oak Veneer	Veneer
\$ _____	PER	TON	Hemlock	Pulp
\$ _____	PER	TON	Hardwood	Pulp
\$ _____	PER	TON	Biomass	Chips
\$ _____	PER	TON	Hardwood	Fuelwood

Machinery proposed for this job:

John Deere 546 grapple skidder + Pexlice 210 log loader / slashers

Provide names and phone numbers of two references on the back of this sheet.

Signature: \_\_\_\_\_

Van O. Well

Name/Company: \_\_\_\_\_

Harding Hill Farm

Address: \_\_\_\_\_

524 State Road Rd

Sunapee, NH 03782

Phone: \_\_\_\_\_

603-863-6493

Send bids to:

Attn: Bid for Timber Sale

County Administrator

Sullivan County

14 Main Street

Newport, NH 03773

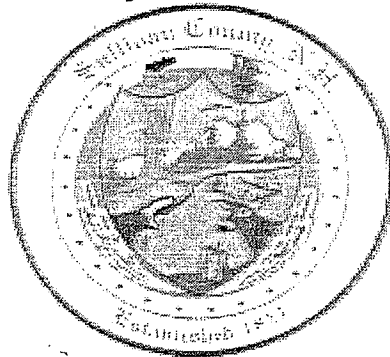
Bids will be accepted at the Office of Sullivan County Commissioners, Newport, until **January 14, 2011**  
at 2 PM.

The SELLER reserves the right to reject any and all bids and if all bids are rejected, the SELLER may undertake the work by such means as he deems suitable. The SELLER further reserves the right to waive any formalities in the preparation and submittal of bids.



**Request for Proposal:  
Design and Build Services for Air Conditioning and  
Fresh Air make up  
Sullivan County Health Care  
Stearns Building  
Sullivan County New Hampshire**

**103 Nursing Home Drive  
Unity, NH 03448**



**PROJECT SUMMARY**

**Purpose**

To provide air conditioning and fresh air make up in the Stearns Building on the first, second and third floor nursing units

**Property Location**

Sullivan County Health Care  
103 Nursing Home Drive  
Unity, NH 03448

## Anticipated Project Dates

Start: April 2011

Deliver: June 2011

## INTRODUCTION

### Purpose

The purpose of this Request for Proposal (RFP) is to evaluate and select a Design-Build Team (D-B) to provide planning, pre-construction phase services, and construction phase services for the installation of air conditioning and fresh make up air at the above referenced facility. The selected D-B contractor shall be required to provide all services related to project design, site coordination, demolition and repair, etc., The scope of work will include commissioning of all new systems and will require a minimum of a 1-year warranty including parts and labor on all work.

### Project Goal

The project is to be delivered complete by June 25<sup>th</sup>, 2011.

Sullivan County Health Care requests 3 options.

- 1) To design and install a ductless split air conditioning system with individual patient room control. This will include all patient rooms, hallways, common rooms, med rooms, treatment rooms and shower rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.
- 2) To design and install a ductless split air conditioning system for the hallways and common areas only, sized to residually cool patient rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.
- 3) To design and install a ductless split air conditioning system that cools all spaces but does not offer individual patient room control. It is understood that smaller ducts may be needed to provide air conditioning to patient rooms. System should include variable speed compressors for energy efficiency such as a Daiken system or equivalent. Fresh make up air should be incorporated into the system.

It is understood that ductwork will be required for the fresh air system. There is space available approximately mid floor on each level for fresh air equipment and for a mechanical chase.

### Background

The Stearns Building was originally built in the 1960's and had a major renovation in 1987 which included the addition of the third floor and mechanical upgrades. There is currently a hydronic heating system in place which will stay. We would like

to have this system added to the existing DDC control system.

#### Selection Criteria/Proposal Content

Proposers shall present a comprehensive proposal that shows a clear understanding for delivering the requested scope, to meet the project goals, within the required timeframe. The winning proposal will be selected to ensure that the County receives the best value. Although price will be a major factor in the decision making process, the Selection Committee (SC) considers the following Evaluation Criteria during the selection process:

- **Qualifications**— All bidders shall be licensed and certified to deliver on the project within the applicable jurisdiction(s). List designer of record and other entities or subcontractors that may be involved in the project. Provide a list of all pertinent certifications and qualifications that may be related to this project. The Town issues all building, plumbing electrical and mechanical permits and the D-B contractor will be required to obtain all necessary permits.
- **Construction Approach**— Description of pertinent aspect of the bidder's approach to this construction project that may provide positive differentiation.
- **Schedule**— Ability to meet the posted schedule is considered to be an important factor.
- **Coordination**- Coordination with Nursing and Facilities staff to minimize impact on the environment of patient care is considered critical. The selected bidder will exhibit the ability to meet regularly with Sullivan County's designee frequently, maybe daily, to allow normal care to continue as seamlessly as possible.
- **Past Experience** - The required subcontract experience list shall include only those projects the offeror has performed in the local area that are similar to this project, and are ongoing or have been completed within the last five (5) years.
- **Warranty**— Bidder shall describe in detail the proposed warranty schedule for the different components. Bidder to include a separate cost for ongoing service contract.
- **Price Itemization** — Proposal shall include an itemized general payment schedule that will be refined/ finalized during contract development.
- **Manuals**- Bidders price shall include manuals for all equipment incorporated into the project including proposed drawings, As built drawings, operation and maintenance manuals. And ????

#### Anticipated Schedule

Issuance of RFP Feb. 10, 2011

Pre Proposal Walk through Feb. 17, 2011

Receipt of written questions and clarifications due March 1, 2011

Response by Renovation Committee to all documented questions March 7, 2011

RFP Responses due March 14, 2011

Renovation Committee Review and Evaluation of Proposals March 16 to March 19, 2011

Final Selection Announced March 21, 2011

Anticipated Notice to Proceed March 23

Proposals will not be accepted from respondents that do not attend a site walk through.

Questions and clarifications should also be addressed to the RC via email.

Selection Committee point of Contact: John Cressy, Director of Facilities,  
(603) 542-9511 X 273 or jcressy@sullivancountynh.gov.

Submit one (1) original and three (3) copies of your proposal by Friday, March 14, 2011 at 4:00 P.M. Local time to:

Sullivan County, NH  
Health Care A/C Project  
103 Nursing Home Drive  
Unity, NH 03743

Late submittals will not be evaluated and the firm will be disqualified from further Consideration

## PROJECT SCHEDULE & SCOPE

### Project Overview

Engineer, design, provide and install new Air Conditioning and fresh air system as noted in detailed scope below.

### Project Schedule

The response to this RFP must include a detailed schedule for planning, pre-construction phase, and construction phase of this project.

The firm will also be responsible for acquiring necessary approval and permits from the Town Unity including the provision for required drawings.

Construction can begin at any time, once given the proper authorization. The facility will remain occupied during construction. The final installation will be complete and ready for final acceptance by June 25, 2011.

## OTHER REQUIREMENTS

All personnel entering the site should be clearly identifiable as a member of the construction team either by ID badge or insignia.

The D-B Contractor and any and all subcontractors must provide an E-Verify Contractor's affidavit and a certificate of insurance naming Sullivan County NH as an additional insured in the following amounts:

Worker's Compensation and Employer's Liability Insurance and related coverage as required or specified by New Hampshire State Law:

Comprehensive General Liability Insurance coverage shall include the following:

- a) Property damage to existing structures and equipment;
- b) Direction Operations (including coverage for underground, explosion and collapse hazards)
- c) Independent Contractors
- d) Completed Operations/Products (To be maintained for a period of at least twelve (12) months from the date of Substantial Completion)
- e) Contractual Liability (Blanket or specific coverage for the indemnification agreement as set forth in the General Conditions)
- f) Personal Injury Liability Coverage
- g) Broad Form Property Damage Coverage
- h) Care, Custody and Control Coverage
- i) Broad Form Blanket Contractual Liability
- j) Comprehensive General Liability Insurance shall have a minimum limit of \$1,000,000 per occurrence combined single limit for bodily injuries liability and property damage liability. The original policies for OWNER's Protection Liability Insurance shall be delivered to the OWNER prior to the start of construction

OWNER's Protection Liability Insurance in the name of OWNER, Sullivan County, NH

- a) This policy must have a limit of \$100,000 per occurrence combined single limit for bodily injury liability with underlying liability coverage of \$1,000,000 and excess liability coverage of \$1,000,000.

Comprehensive Automobile Liability,

- a) This policy shall have minimum limits of \$1,000,000 per occurrence combined single limit for bodily injury liability and property damage liability and shall include owned vehicles, hired and non-owned vehicles. Underlying coverage must equal \$1,000,000. Excess umbrella coverage must equal \$1,000,000.

DETAILED PROJECT SCOPE OF WORK

The following outlines the best known conditions of the facility. Respondents must understand that the building 40 years old and has always served as a health care facility. The SC understands that renovating this type of structure is never as easy or clear-cut as anticipated. Prior experience in renovation of older structures, especially HVAC systems in older health care buildings is a requirement. Firms' suggestions, modifications, and creative solutions which allow for efficiencies and/or additional value are welcome.

The selected D-B contractor shall be required to provide all services related to project design, site coordination, demolition, removal, and installation of protective barriers, wall demolition and repair, filling wall penetrations to code etc., in addition to the upgrade of the mechanical systems. It is imperative that every effort be made to minimize the impact on patient comfort and care. The scope of work will include commissioning of all new systems and will require a 1-year warranty including parts and labor on all work and a proposal for ongoing service contract. The Contractor will be responsible for all general construction work to include; core boring, roof curbs and repair, drywall, patch, paint, daily cleanup, electrical, insulation, controls, test and balancing of systems.

In conjunction to this air conditioning project, Sullivan County will be having new hung ceilings and recessed sprinkler heads installed. We welcome quotes on these services as options.

#### PROJECT DESIGN AND CONSTRUCTION STANDARDS

##### Professional Services

The D-B Contractor shall obtain and designate a registered Professional Engineer as the Designer of Record who will be responsible for the integration and approval of the complete design package. The Designer of Record must sign and stamp/seal all construction documents.

Sign-off from the Designer of Record and designated representatives will be on all applicable design documents, specifications and shop drawings before construction can begin.

**[End of Request for proposal]**